



## Journal Voucher Entry Process (YV Document Type)

[Description of purpose of information in Job Aid and audience]

**Document Type:** YV

**Central Approval Needed?:** Y (DFA's Office of Financial Reporting – DFA/OFR)

**Transaction Codes to Remember:**

- FV50 ("Park G/L Account Document")
- FB03 ("Display Document")
- FMCCAVERVIEW ("Overview Values for Cash Control Account Assignments")

The process of reclassifying/correction journal entries will be handled in MAGIC via journal entries to the General Ledger. The YV document type is a journal voucher that is similar to the ZE document type ("Agency Reclass") but has fewer rules/edits and it routes to DFA's Office of Financial Reporting (DFA/OFR) whereas the ZE requires agency approval only.. Agencies can use the FV50 transaction code or the JV Interface (ZFGL\_JV\_INTF) transaction codes to perform the steps in the process. Below are some sample entries that discuss how the YV postings will work in MAGIC. In the examples below, DFA (Business Area 1130) is used for demonstration purposes.

MAGIC has very specific rules that are built into the system for the YV document type. End-users must keep in mind these rules when performing an entry using the YV. Below are the rules for the YV document type:

1. Debits and credits must balance by fund.
2. Cannot cross Business Areas with the YV doc type.
3. No cash GL accounts other than 10060000 ("Cash – Direct Postings") may be used.
4. If crossing funds with the YV do type, then the user must enter a cash line on the entry.
5. If using the Travel GL Account group (6030), the Assignment and PERNR fields cannot be blank.

In Example #1 below, the user accidentally posted an expenditure entry using the wrong Expenditure GL account. The user needs to move the expenses from a Commodities GL account to a Contractual Services GL account, which cannot be done on a YV document type since it crosses Expenditure GL account groups. So, we will reclassify/correct the Revenue GL Account by performing a YV posting. However, we are not editing the coding block data (Cost Center, Fund, Functional Area, etc.), as the rest of our coding block data on the original entry was correct.

<u>Line</u>	<u>Doc Type</u>	<u>Debit/Credit</u>	<u>Amount</u>	<u>GL Account</u>	<u>Business Area</u>	<u>Fund</u>	<u>Cost Center</u>	<u>Functional Area</u>	<u>Grant</u>
1	YV	D	\$100.00	61200000 ("Utilities")	1130	3313100000	1130000001	11300101	NRGRANT
2	YV	C	\$100.00	62078000 ("Other Misc Supplies")	1130	3313100000	1130000001	11300101	NRGRANT

In Example #2 below, we need to make a correction as expenses were accidentally posted as if they were prior-year Commodity expenses, when they really were current year Commodity expenses. So, we reclassify them by performing a YV posting and debiting the appropriate Expense GL account and crediting the appropriate Prior Year Expense GL account.

<u>Line</u>	<u>Doc Type</u>	<u>Debit/Credit</u>	<u>Amount</u>	<u>GL Account</u>	<u>Business Area</u>	<u>Fund</u>	<u>Cost Center</u>	<u>Functional Area</u>	<u>Grant</u>
1	YV	D	\$100.00	62072000 ("Shop Supplies")	1130	3313100000	1130000001	11300101	NRGRANT
2	YV	C	\$100.00	62960000 ("Prior Year Expense - Commodities")	1130	3313100000	1130000001	11300101	NRGRANT

In Example #3 below, the user accidentally posted an entry as Revenue when it really should have been Funds Held for Others. So, we will reclassify/correct the entry by performing a YV posting. However, we are not editing the coding block data (Cost Center, Fund, Functional Area, etc.), as the rest of our coding block data on the original entry was correct.

<u>Line</u>	<u>Doc Type</u>	<u>Debit/Credit</u>	<u>Amount</u>	<u>GL Account</u>	<u>Business Area</u>	<u>Fund</u>	<u>Cost Center</u>	<u>Functional Area</u>	<u>Grant</u>
1	YV	D	\$100.00	40100000 ("Sales Tax")	1130	3313100000	1130000001	11300101	NRGRANT
2	YV	C	\$100.00	23010000 ("Funds Held for Others")	1130	3313100000	1130000001	11300101	NRGRANT

In Example #4 below, the user accidentally posted Revenue using both the wrong Revenue GL account but also the wrong Fund. So, we will reclassify/correct the entry by performing a YV posting. Since we are crossing funds, we must move cash using the 10060000 GL account.

<u>Line</u>	<u>Doc Type</u>	<u>Debit/Credit</u>	<u>Amount</u>	<u>GL Account</u>	<u>Business Area</u>	<u>Fund</u>	<u>Cost Center</u>	<u>Functional Area</u>	<u>Grant</u>
1	ZE	D	\$100.00	40100000 - ("Sales Tax")	1130	3313100000	1130000001	11300101	NRGRANT
2	ZE	C	\$100.00	10060000 - ("Cash – Direct Postings")	1130	3313100000			NRGRANT
3	ZE	D	\$100.00	10060000 - ("Cash – Direct Postings")	1130	3314200000			NRGRANT
4	ZE	C	\$100.00	40300000 - ("Individual IncomeTax")	1130	3314200000	1130000001	11300101	NRGRANT